Board of Commissioners Meeting Memorandum

**Date:** May 16, 2008

**From:** Rebecca Carter, Director of Regulatory Compliance

Subject: INDIANA BUSINESS COLLEGE - MEDICAL DIVISION

**NEW DEGREE APPLICATION** 

#### Staff Recommendation

The commission staff recommends that Indiana Business College – Medical Division be granted the authority to award the Associate of Applied Science degree in the following program:

**Medical Division: AAS – Ophthalmic Clinical Assistant** 

#### **Background Information**

Indiana Business College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools.

The associate of applied science degree programs consist of 100 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

#### **Supportive Documentation**

- 1. Degree Application
- 2. Instructor Qualification Record forms

#### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Medical				
Ophthalmic Clinical Assistant				
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)				
FormA	angie Cook-Smith	1		
317-375-8000	<u>Applicat</u>	ion Type		
4/15/2008	⊠ New	Renewal		
	Ophthalmic Clinic , BAS, BA, BS, MBA, MAS, MA Form A 317-375-8000	Ophthalmic Clinical Assistant  , BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)  Form Angie Cook-Smith  317-375-8000 Applicat		

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide the students with specialized training necessary to be proficient in back and front office skills for employment in the eye care field. The program consists of didactic and clinical training in ocular diseases and treatments, legal and ethical aspects of health care, recording the medical history, communication, and obtaining ocular measurements. The student will also be trained to assist the optician or ophthalmologist with the assessment of optical functions and therapeutic modalities. This position provides graduates with the skills necessary to seek entry level positions in an ophthalmology office, optometry office or optical clinic.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROG	SRAM:	Ophthalmic Clinical Assistant				
TOTAL COURSE	HOURS:	100	Check one:	Quarter H	lours	$\boxtimes$
				Semester	Hours	
				Clock Hou	urs	
LENGTH OF PRO	OGRAM:	24 months	TUITION:	\$29,000		
SPECIALTY COL	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS2600	Career De	velopment			2	
EXT2930	Optical Ex	ternship			12	
EXT2940	Ophthalmi	c Externship			12	
KEY1010	Keyboardii	ng I			2	
LEG1020	Medical La	w & Ethics			4	
MAT1100	Medical Ca	alculations			4	
MED1010	Medical Te	erminology			4	
OPT1010	Introductio	n to Optometry/Oph	thalmology		4	
OPT1050	Optics, Mo	tility and Refraction			4	
OPT1200	Ocular Ana	atomy & Physiology			4	
OPT1500	Ophthalmi	c Pharmacology			4	
OPT1510	Office Prac	ctices			4	
OPT2000	Diseases of	of the Eye			4	
OPT2100	Procedure	s and Patient Care			4	
OPT2200	Ophthalmi	c Procedures			4	
PHY1020	Anatomy 8	Physiology I			4	
PHY1030	Anatomy 8	Physiology II			4	
PSY1050	Strategies	for Success			4	

### **SPECIALTY COURSES:** Course Course Course Number Title **Hours GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours COM1050 Composition I General Education Elective 4 PSY1060 Psychology 4 SPC1010 Presentation Skills 4 Number of Credit/Clock Hrs. in Specialty: 84% 84 Percentage: Number of Credit/Clock Hrs. in General Courses: Percentage: 16%

N/A / \_\_\_\_

Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- Location of library; Hours of student access; Part-time, full-time librarian/staff:
   The library is located in the administrative portion of the building at 8150 Brookville Road across from the receptionist's desk. It is open to the students from 7:30am to 10:00pm
   Monday thru Thursday,7:30am to 12:00pm on Fridays.

2. Number of volumes of professional material:

General Education Reference 137, Laboratory and Clinical 19, Management 13, Medical 172, Medical Reference 37, Psychology 10

- 3. Number of professional periodicals subscribed to: Eleven
- 4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Public Library- Irvington Branch is located within ten minutes of the school. We also have access to internet based libraries, the newest of which has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

#### Indianapolis - Medical

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	12	Full-time:	11	Part-time:	1
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Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Janice Bankert-	ВА	8	3		Х	
Lisa Boswell	AAS	6	3		Х	
Laura Buell	Certificate	19	1	2	Х	
Angie Cook-Smith	BA	4	3		Х	
Daniel Davoust	BA	26	2		Х	
John Frapwell	BS	22	6		Х	
Ben Horner	BA	2.5	1.5		Х	
Cleve Johnson	MA	20	2		Х	
Brian Jones	MA	9	6 months	7.5	Х	
Linda Robertson	Diploma	38	6		Х	
Morgan Ronan	BS	1	1		Х	
Steve Sowers	MA	2	1 month	23		Х

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:	Bankert-C	Countryman		Janice (First)	E (Middle)		
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BUS100 Pt	rinciples of E	Business					
COM200 P	rofessional	Perspectives					
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Applicable				Exact Nature of	Employme	nt Period	
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IUPUI Speak		Indianapolis,	IN	Student Mentor	2002	2005	
Perry Meridia Speech Coad		Indianapolis		Assistant Coach	1999	2000	

# INDIANA COMMISSION ON PROPERTION

### INSTRUCTOR'S QUALIFICATION RECORD

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#### Please TYPE the form.

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Special Ed. Nurse &	Service Greensburg Community	Care for patients in home	10/04	6/06		
Teaching	Schools	Patient Care & Teaching	2000	2002		
Charge Nurse	Four Seasons Retirement	Detient Con-				
Charge Nurse	Center	Patient Care	1998	2001		

#### РРОРЯІЕТАВУ ЕDUCATION INDIANA COMMISSION ON

## INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

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1993	1992	Ind. Consultant	VI bns IW	John A. Frapwell Consulting			
9661	1993	Materials Manager	M , siloqsnsibnl	Assoc. Med. Products			
2000	1995	Purchasing Manager	Mooresville, IM	Иісе-Рак			
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1972	1761	Staff Nurse	Ft. Thomas, KY	Istiqa	St. Luke Ho
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## PROPRIETARY EDUCATION PROPRIETARY

#### INSTRUCTOR'S QUALIFICATION RECORD

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#### Please TYPE the form.

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